

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY**

Associate Fiscal Administrative Officer
Asset Management

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on a current examination list or see "Eligibility Requirements" below
Location: Newington, CT
Job Posting No: 30945
Hours: 7:30 am to 4:00 pm
Salary: AR-26: \$71,988 to \$92,585 annual
Closing Date: May 16, 2014

Eligibility Requirement:

Candidates must have applied for and passed the Associate Fiscal Administrative Officer examination and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Examples of Duties:

Maintain the Agency's Asset Management System on CoreCT in accordance with state statutes and federal regulations; supervise office and field operations; plans work flow and establishes priorities; schedules, assigns, oversees and reviews work; establishes and maintains office procedures; conducts performance evaluations; liaison with other operating units, agencies and other officials regarding policies and procedures; manage the disposal of state and federal property, utilize contractual services, reconcile resale cost in accordance with state and federal rules; liaison for both State and Federal auditors; complete inventory and financial reports; oversee physical inventory process for real and personal property and stockroom commodities.

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of principles and practices of public administration with special reference to governmental accounting; knowledge of asset management and inventory control; knowledge of purchasing principles and procedures; some knowledge of human resources and payroll practices and procedures; considerable interpersonal skills; considerable oral and written communication skills; considerable ability in preparation and analysis of financial reports; ability to understand and apply relevant state and federal laws, statutes and regulations; ability to utilize EDP systems for financial management; supervisory ability.

Special Requirement:

Considerable knowledge and experience in all phases of Core-CT Asset Management and Core-CT EPM Reporting; extensive knowledge in Windows applications; Excel, Word and Outlook; Supervisory experience.

EXPERIENCE AND TRAINING:

General Experience:

Seven (7) years of experience in a combination of fiscal administrative functions (e.g., accounting, accounts examining, budget management, grants administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.

Special Experience:

One (1) year of the General Experience must have been at the professional working level of Fiscal/Administrative Officer or Accountant.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, copies of last two (2) service ratings and an Application (CT-HR 12) for Employment by May 16, 2014 to:

**Connecticut Department of Transportation
Janice Snyder
P.O. Box 317546
Newington, CT 06131-7546
Fax: 860-594-2302
Email: Janice.A.Snyder@ct.gov**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.